

Cincinnati Municipal Code 502-25 - Snow Emergency
Cincinnati Municipal Code 508-34 - Special Parking
Restrictions
Standards Manual - 41.2.4, 46.1.8, 61.1.5, 61.3.1,
61.3.2, 61.4.1, 61.4.3, 82.3.3

The City Manager will declare and cancel snow emergencies. This information will be transmitted to Police Communications Section (PCS) by the City Manager, or his designee, who will normally be the on duty Highway Maintenance supervisor.

Purpose:

Expedite traffic movement when road conditions are hazardous due to inclement weather.

A. Hazardous Road Conditions:

1. When hazardous conditions are probable, uniformed field personnel will routinely check primary traffic routes, and if conditions warrant, notify the shift officer in charge (OIC).
2. During severe weather, responding to vehicle accidents and making accident reports in which the vehicles are drivable and there are no injuries can be suspended by the following command officers:
 - a. Monday-Friday: Patrol Bureau Commander or his designate, 0400-2000 hours, 24 hours on holidays; 2000-0400 hours, Night Chief

- b. Saturday, Sunday: Duty Officer, 24 hours
3. Activating and terminating flashing lights:

- a. If conditions warrant, the district OIC will direct field personnel to:
 - 1) Place traffic control signals on flashing cycle at hazardous intersections (see Section A.4.b. for suggested locations).
 - 2) Return lights to regular cycle after hazardous conditions have been eliminated.

NOTE: Extreme caution should be exercised in the use of flashing traffic control signals, especially at school crossings.

- b. Field personnel will notify the district of street conditions and that traffic signals have been placed on flashing. District desk personnel will in turn notify the Highway Maintenance dispatcher of the signals that have been put on flashing.
 - 1) Obtain the name of person notified.
 - 2) District personnel will make a blotter entry. The blotter entry will include time, location, reason, officer making light change, and the name of the Highway Maintenance dispatcher notified.
 - a) A blotter entry will be noted when the lights are returned to normal cycle.
 - 3) District supervisors will review these blotter entries during their current tour of duty.

c. As soon as an intersection where red or amber lights are flashing has been treated, the Highway Maintenance supervisor in charge will notify the Highway Maintenance Communications Center, who will, in turn, notify the designated Traffic Engineering personnel. Traffic Engineering personnel, upon examining conditions at the flashing light location, will exercise their discretion whether to return the light to normal operation or retain the flashing cycle.

1) Both Traffic Engineering personnel and the police have the discretionary responsibility to return the flashing light to normal operation if, in their opinion, it will alleviate an undesirable traffic condition. Traffic Engineering has final authority in case of disagreement.

4. The shift OIC will:

- a. Reroute traffic only when absolutely necessary.
- b. Assign police personnel to key intersections when conditions prevent the use of traffic control signals.

SUGGESTED LOCATIONS

District One

- 1) Third Street and Broadway
- 2) Third and Elm Streets
- 3) Fourth and Elm Streets

District Two

- 1) Columbia Parkway and Delta Avenue
- 2) Columbia Parkway and Torrence Parkway
- 3) Columbia Parkway and Tusculum Avenue
- 4) Delta Avenue and Griest Avenue
- 5) Delta Avenue and Observatory Avenue

- 6) Madison Road and Observatory Avenue
- 7) Paxton Avenue and Erie Avenue
- 8) Paxton Avenue and Marburg Avenue
- 9) Beechmont Avenue and Redfield Place
- 10) Hackberry Avenue and Taft Road
- 11) Dana Avenue and I-71 (NB entrance ramp)
(SB exit ramp)

District Three

- 1) Harrison Avenue and Queen City Avenue
- 2) Eighth Street and State Avenue
- 3) Hopple Street and Beekman Street
- 4) Grand Avenue and Warsaw Avenue

District Four

- 1) Reading and Paddock Roads
- 2) Reading Road and Seymour Avenue
- 3) Gilbert Avenue and Eden Park Entrance
- 4) Gilbert Avenue and Victory Parkway
- 5) Madison Road and Vista Avenue
- 6) Victory Parkway and Dana Avenue

District Five

- 1) Central Parkway and Western Hills Viaduct
- 2) Ravine and McMillan Streets
- 3) Knowlton's Corner
- 4) Lafayette Avenue and Ludlow Avenue
- 5) Middleton and Ludlow Avenues
- 6) 3035 Jefferson Avenue (Jefferson and W. St. Clair)
- 7) Woodside Place and W. St. Clair Avenue

- 8) 3217 Clifton Avenue (Good Samaritan Hospital)
- 9) Blue Rock Road and Colerain Avenue
- 10) Spring Grove Avenue and Winton Road

5. Placement of barricades

- a. If it becomes necessary to place barricades (see locations), the district beat officer will respond to the storage place(s) and place a barricade(s) at a needed location(s).
 - 1) Notify district of placement of barricade(s).
 - a) District desk personnel will notify CIN-1 - Line 2938.
 - b) Both units will maintain a log.
 - 2) Police Communications Section (PCS) will issue an all county broadcast and notify the fire tower to advise any emergency unit what streets have been barricaded.

LOCATIONS

STORAGE PLACES

District 1

Martin St. & Eden Park Dr. All stored at District 1

Hill St. & St. Gregory Ave.

Paradrome at Loudon St.

District 2

Francis Ln. at Victory Parkway All stored at District 2

Collins Ave. & Wm. Howard Taft Rd.

EB McMillan Ave. at Hackberry

SB Torrence Pkwy. at Madison Road

NB Herschel View at Observatory Ave.

SB Paxton Ave. at Ziegler Ave.

District 3

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| Faraday Rd. at President Dr. | Five barricades at Fire Station, 2131 State Avenue |
| Worthington Ave. at 3096 | |
| Bassett Rd. at Woodlawn Ave. | Five barricades at District 3 |
| Grand Ave. at Lehman Rd. | |
| Mt. Hope Ave. at Ansonia Ave. | |
| Seegar Ave. at Fairmount Ave. | |
| Wilder Ave. at Glenway Ave. | |
| White St. at Harrison Ave. | |
| Sutter St. at Bleecker Ln. | |
| Lehman Rd. at 2860 | |

District 4

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|---------------------------------|--------------------------|
| Dorchester St. at Highland Ave. | All stored at District 4 |
| Sycamore St. at Dorchester St. | |

District 5

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| Ashtree Ave. at Hamilton Ave. | Highway Maintenance Garage 3300 Colerain Ave. |
| Kirby Ave. at North Bend Rd. | Dispatcher's Office |
| Ravine St. at Warner St. | |
| Straight St. at Ravine St. | |
| Central Parkway at Marshall Ave. | |

- b. District Personnel, when weather conditions permit, will return the barricades to their place of storage and notify the district to place a disposition in the blotter that they have returned the barricades to storage. Personnel assigned to retrieve the barricades will notify a supervisor of any that are not found at the assigned location.

- c. Districts are responsible for marking the barricades as "Police Division Equipment" and will note on the barricade the location that it must be returned to.

B. Snow Emergencies:

1. Declared Snow Emergencies

- a. After notification by the City Manager, or his designee who will normally be the on duty Highway Maintenance supervisor, of the official snow emergency declaration, PCS will record the time of notification. PCS will notify all units of the Division by radio and teletype, including the Night Chief, if it occurs during duty hours.
 - 1) The OIC of each district will also be notified, via telephone by PCS, and informed of the reporting time and location for detailed personnel.
 - 2) District supervisors will ensure all uniformed personnel have a current copy of the Snow Emergency Route Street Listing, which can be obtained from Traffic Unit.
- b. PCS will notify the news media, via media teletype, of the declaration of the snow emergency.
- c. PCS will notify the on-duty Traffic Unit supervisor of the snow emergency, who will become the snow emergency vehicle removal detail supervisor.
 - 1) If no Traffic Unit supervisor is working, one will be recalled.
 - a) If no Traffic Unit supervisor can be contacted, the Patrol Bureau Commander or the Night Chief will designate an on-duty supervisor to be the snow emergency vehicle removal detail OIC.

- 1] PCS will keep on file an updated copy of the Traffic Unit Standard Operating Procedure (SOP) on snow emergencies for use by this designated supervisor.
 - a] The most current copy of the Snow Emergency Route Street Listing will be obtained from the Traffic Engineering Division and included as part of the SOP.
 - b] The Traffic Unit Commander will be responsible for keeping the PCS copy of the Traffic Unit Snow Emergency SOP updated.
- d. PCS will notify two wreckers from the rotation list for each district to respond to the Highway Maintenance Garage, 3300 Colerain Avenue, at the specified time. The time will be determined by Highway Maintenance.
- e. The Police Division will provide ten officers. Two officers and two marked police vehicles from each district will be detailed as snow emergency vehicle removal units. The district OIC will notify PCS of the detailed units.
 - 1) Traffic Unit will provide a supervisor to ensure supervision of these officers who will be working in conjunction with other city agencies.
 - a) The detail supervisor will meet with the Highway Maintenance supervisor to determine their priorities for the operation. The detail supervisor will then assign his officers accordingly.
 - 1] The detail supervisor will notify PCS of call numbers and areas of assignment for the detailed units.

- 2) Snow emergency vehicle removal units will report to the Highway Maintenance Garage at a designated time (usually one hour before plowing begins) to be briefed on their duties and areas of assignment.
 - a) The primary responsibility for removal of vehicles on snow emergency routes will be with the snow emergency vehicle removal units. Each removal unit will be assigned a private wrecker.
 - b) The following guidelines will be followed for issuing citations:
 - 1] If the snow emergency is declared between 2100 and 0500 hours, issue citations after 0800 hours.
 - 2] If the snow emergency is declared between 0500 and 2100 hours, issue citations three hours after the time the snow emergency is declared.
 - a] If the snow emergency is declared between 0500 and 0800, a "move only" will be utilized in order to facilitate the snow removal process without issuing a citation.
 - c) All personnel are reminded to exercise discretion during a snow emergency.
 - 1] Make every possible effort to contact the owner/operator of a vehicle before it is moved.

- 2] Ensure the position of the vehicle is affecting the free and safe movement of traffic.
 - 3] Ensure relocation of the vehicle will improve the traffic situation.
 - 4] Ensure each district desk person has a list, updated hourly, of streets cleared of vehicles along snow emergency routes.
- d) If the owner/operator is located, the snow emergency vehicle removal officer on the scene will advise the owner to move the vehicle to a location not on the snow emergency route or the vehicle will be moved by the police.
- e) If the owner/operator is not located, or does not move the vehicle after being notified, the snow emergency vehicle removal officer will:
- 1] Cause the assigned detail wrecker to relocate the vehicle.
 - a] Have the wrecker driver move the vehicle to a nearby non-critical area [completing a Towing Report (Form 369)]. If there isn't a non-critical area available, tow the vehicle to the Impound Unit (completing a Form 369).
 - 2] Issue a citation if three hours have passed since the declaration of the snow emergency and the owner/operator does not move the vehicle after being notified to do so.

- f) When a wrecker is used to move a vehicle, complete a Form 369 in duplicate for each vehicle being moved.
 - 1] Be specific and complete every blank of the Form 369, if possible.
 - 2] Under "Is Car Locked," indicate if car was opened and re-secured.
 - 3] Under "Other Information," give location to which the vehicle was moved, and list the name of the towing company.
 - 4] The officer must clearly sign his first and last name and list his badge number.
 - a] Original will be given to the wrecker driver as a receipt to use in collecting his towing fee.
 - b] Duplicate will be verified and initialed by the detail supervisor who will forward the Forms 369 to the Impound Unit by 0800 hours the following day.
- g) If a vehicle is towed to the Impound Unit by a private wrecker, complete the appropriate form and send it with the wrecker driver.
- h) Any time a vehicle is moved or impounded, immediately supply the district with the time, original location, the location it was moved to, make of vehicle, and license number.
- i) Each district will maintain a file on all vehicles relocated.

- 1] Inquiries concerning relocated vehicles will be referred to the appropriate district.
- f. District personnel will conduct a continual survey of the snow emergency routes in their districts, giving special attention to:
 - 1) Inbound lanes from 2300 hours to 1100 hours.
 - 2) Outbound lanes from 1100 hours to 2300 hours.
 - g. Appropriate enforcement action and vehicle removal will be continued until the snow emergency is cancelled, regardless of whether plowing is complete or not.
 - h. The City Manager, or his designee who will normal be the on duty Highway Maintenance supervisor, will notify PCS upon the termination of the snow emergency. PCS will record the time of the notification. PCS will notify all units of the Division by radio and teletype, including the Night Chief if notification occurs during duty hours.
- C. Preparation of Police Automotive Equipment:
1. Chains will be put on at all districts except District Five, which will respond to the Municipal Garage.
 - a. Any district needing chains to be put on will notify the Municipal Garage, Line 3681.
 - b. Regular district mechanics in Districts One, Two, Three, Four and Five will install chains during work hours.
 - c. If during the off hours, the Municipal Garage will recall personnel to respond to Districts One, Two, Three, Four and Five.
 - d. All marked cars will have chains available.

- 1) All personnel should be instructed to exercise care when driving with chains to prevent vehicle damage.
 - 2) Broken links will be repaired or removed as soon as possible with minimum driving.
 - 3) Wires should be carried to make emergency repairs on broken links.
2. City policy states city owned vehicles should not be started and allowed to run if not in use, regardless of the number of days the vehicle has not been used. Severe temperature, such as 0 or below, will not modify the City's position on this issue. The only requirement in severe weather is for the operator of the vehicle to turn on the headlights for a period of 10 to 15 seconds to allow acid in the battery to activate. The lights should then be turned off and the engine started.